



DoD To-be Procurement Systems Maps

DoD To-be Procurement
Process Systems Maps Walk-
through

March 12, 1999

Overview of Systems Maps

- The To-be systems maps are really one big systems map broken down into 5 maps for readability:

Map 1. Requirement to solicitation

Map 2. Evaluation and award

Map 3. Administration and payment

Map 4. Contract performance communication

Map 5. Financial reporting and contract closeout

- 17 mini systems maps have been created to walk-through the to-be process

Walk-through of Systems Maps

- Funds distribution--the process of ensuring monies are available to fund the requirement (Map 1)
- Requirement development--the initiation of the requirement (Map 1)
- Solicitation/amendment development--the process of developing the solicitation/amendment (Map 1)
- Synopsis and release of the solicitation/amendment--the process of releasing the solicitation/amendment and associated documentation (Map 1)
- Communication to and from the offeror--the process of communicating with the offeror, including receipt of proposals (Map 2)
- Proposal evaluation--the process of requesting and reviewing a pre-award survey, reviewing contractor capability (including past performance and contractor system status), auditing proposals, and evaluating offers (Map 2)
- Committing available funds (Map 2)
- Award/modification--the process of creating and distributing the award and associated documentation to the appropriate parties (Map 2)

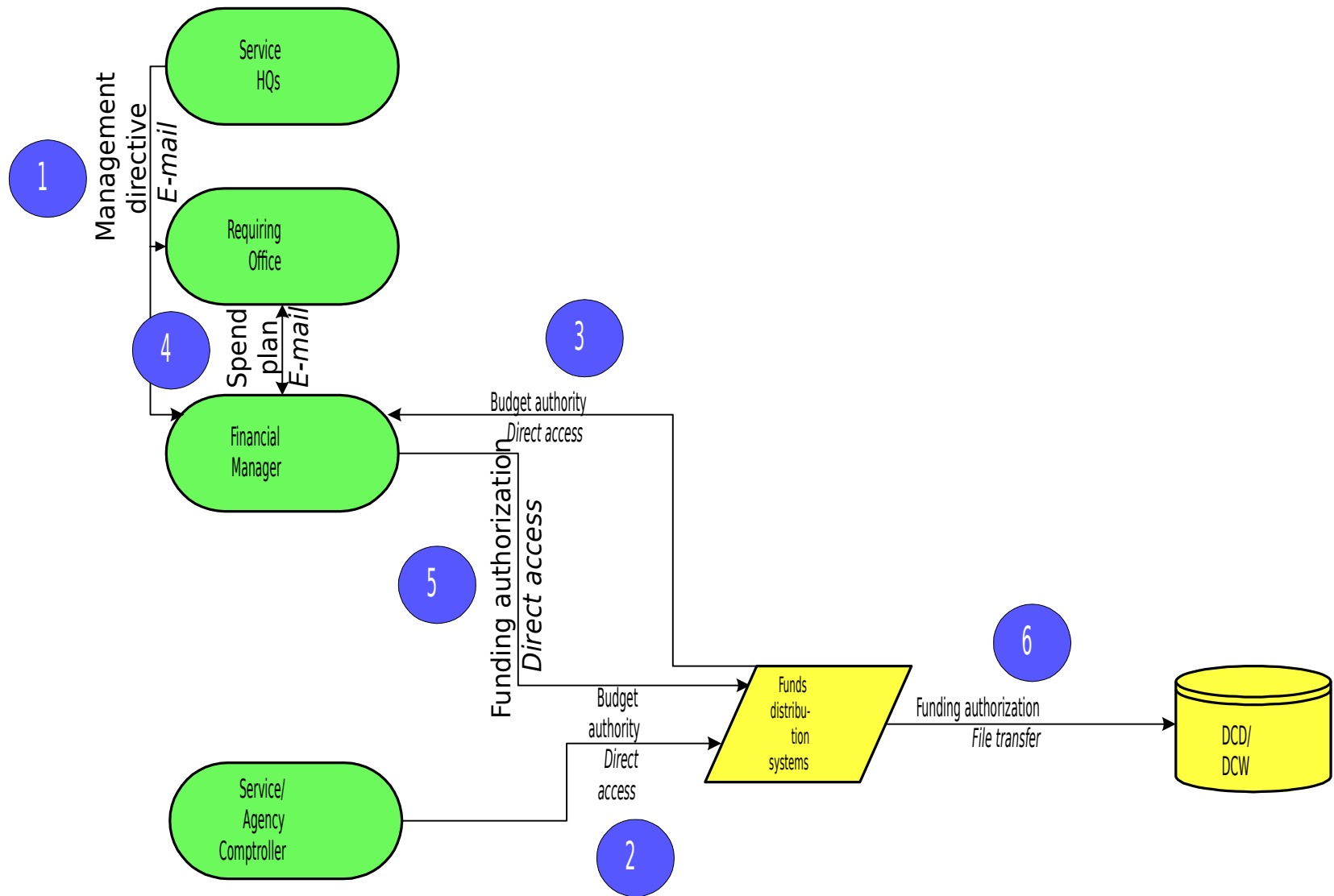
Walk-through of Systems Maps

- Performance monitoring--the process of communicating with the awardee during performance and collecting data regarding quality of performance (Map 3)
- Contract performance communication--communication among DoD parties during performance (Map 4)
- Monitoring funds--the process of creating status of funds (Maps 2, 3 and 5)
- Shipping through acceptance--the process of accepting goods and/or services from shipping to the generation of acceptance and distribution of acceptance data (Map 3)
- Payment--the payment of a good and/or service from the initiation of a payment request to the generation of payment instruction and distribution of payment to the awardee/payee (Map 3)
- Request for refund/demand letter and collection--the collection of monies owed from an awardee/payee (Map 3)
- FMS deposits--the deposit of FMS funds (Map 3)
- Financial reporting--the creation and distribution of financial reports (Map 4)
- Contract closeout--the closeout process from notification of final payment and delivery to the closeout of contract and financial and accounting files (Map 4)

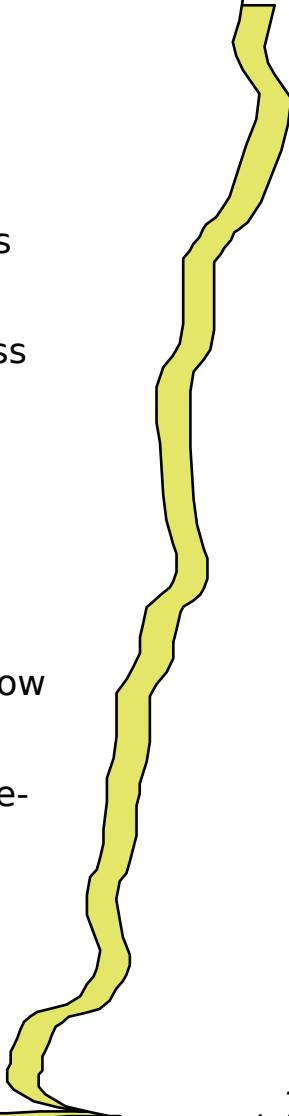


Requirement to Solicitation: *Funds Distribution*

1. The Service HQs e-mails the management directive to the FM and to the Requiring Office to authorize fulfillment of requirements, provide budgets and establish reporting requirements
2. The Service/agency comptroller directly accesses the Funds distribution systems to load budget authority
3. The FM directly accesses the Funds distribution systems to access budget authority
4. The RO and FM jointly develop a spend plan for the budget via e-mail
5. The FM directly accesses the Funds distribution systems to create funding authorization in accordance with the budget authority and spend plan
6. The Funds distribution systems file transfer the funding authorization to DCD/DCW to establish available funds and accounts

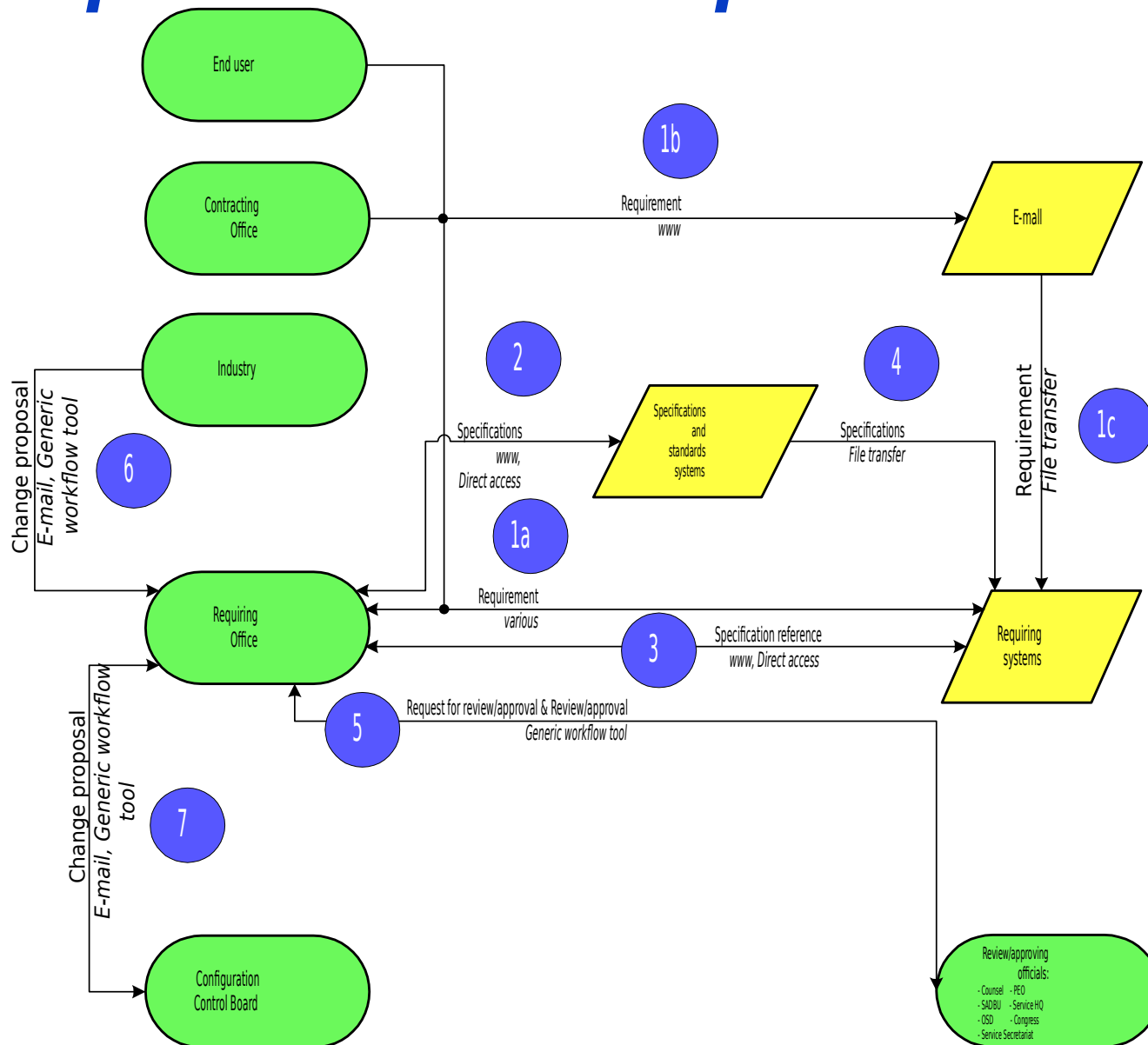
Requirement to Solicitation: *Funds Distribution*



Requirement to Solicitation: *Requirement Development*

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1. The end-user and/or the CO identifies a requirement and forwards it via various means to the RO or Requiring systems; or the End-user posts the requirement via www to the E-mall and the E-mall file transfers the requirement to Requiring systems
 2. The Requiring Office develops/accesses specifications in the Specifications and standards systems via www and direct access
 3. The RO identifies/accesses specification reference via www or direct access to the Requiring systems
 4. The Specifications and standards systems file transfer specifications to Requiring systems
 5. Requests for reviews/approvals and reviews/approvals are processed between the RO and Review/approving officials via a generic workflow tool
 6. Industry submits a change proposal to the RO via e-mail or generic workflow tool
 7. The RO and Configuration Control Board process the change proposal via e-mail or generic workflow tool
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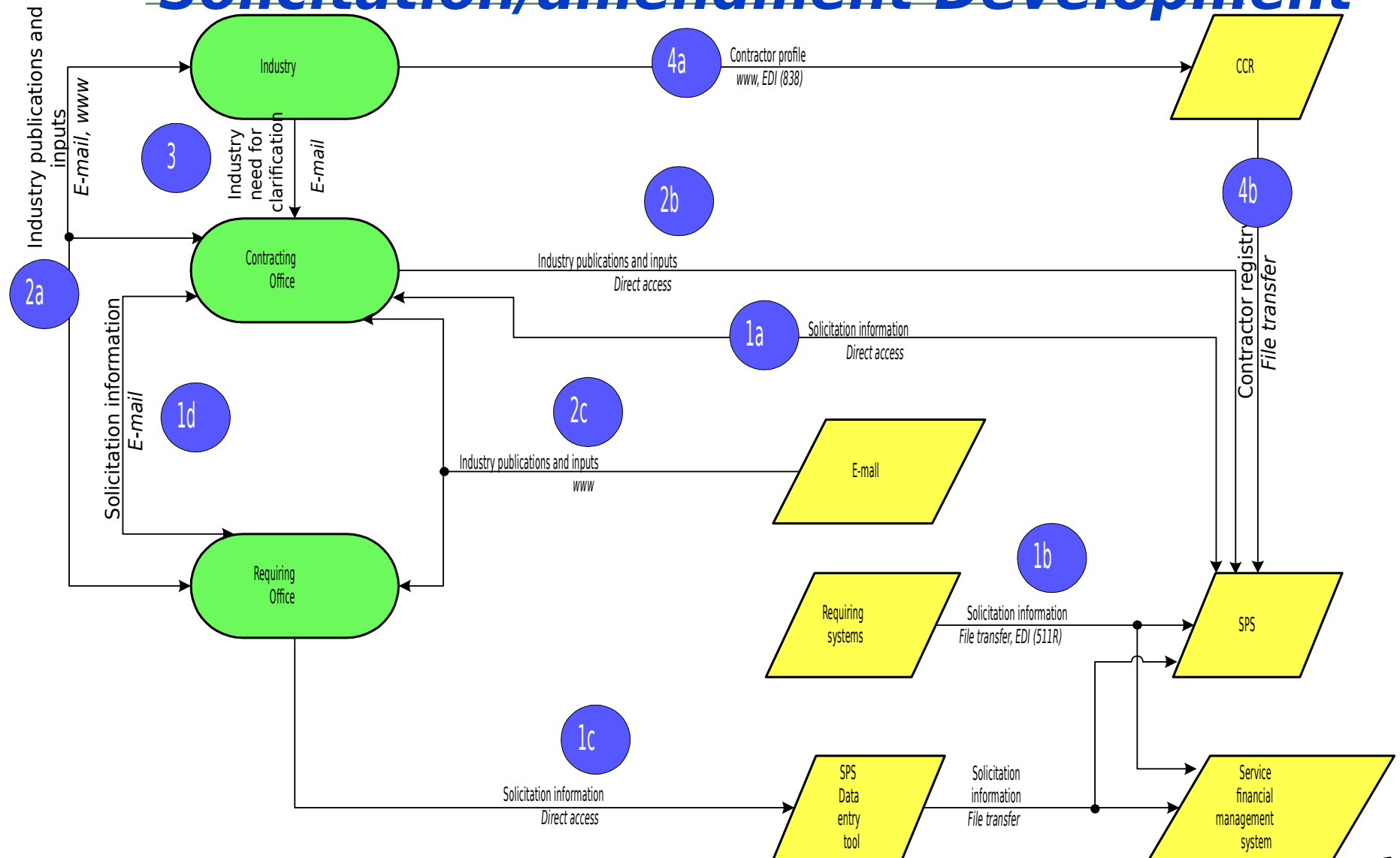
Requirement to Solicitation: Requirement Development



Requirement to Solicitation: *Solicitation/amendment Development*

1. Solicitation information is loaded into SPS in a variety of ways:
 - 1a. The CO directly accesses SPS to input solicitation information
 - 1b. Requiring systems file transfer or use an EDI (511R) to post solicitation information in SPS for access by the CO and to the Service financial management systems to kick-off a request for commitment
 - 1c. The RO directly accesses the SPS data entry tool to input solicitation information; the SPS data entry tool will then file transfer solicitation information to SPS and to Service financial management systems
 - 1d. The RO and CO jointly develop solicitation information via e-mail and the CO directly accesses SPS to input solicitation information
2. Industry, the CO and RO share industry publications and inputs via e-mail or www; the CO enters industry publications and inputs into SPS via direct access or the CO and RO access industry publications and inputs from the E-mail via www
3. Industry routes an industry need for clarification to the CO via e-mail
4. Industry routes a contractor profile via www or EDI (838) to CCR; CCR file transfers the contractor registry to SPS

Requirement to Solicitation: Solicitation/amendment Development

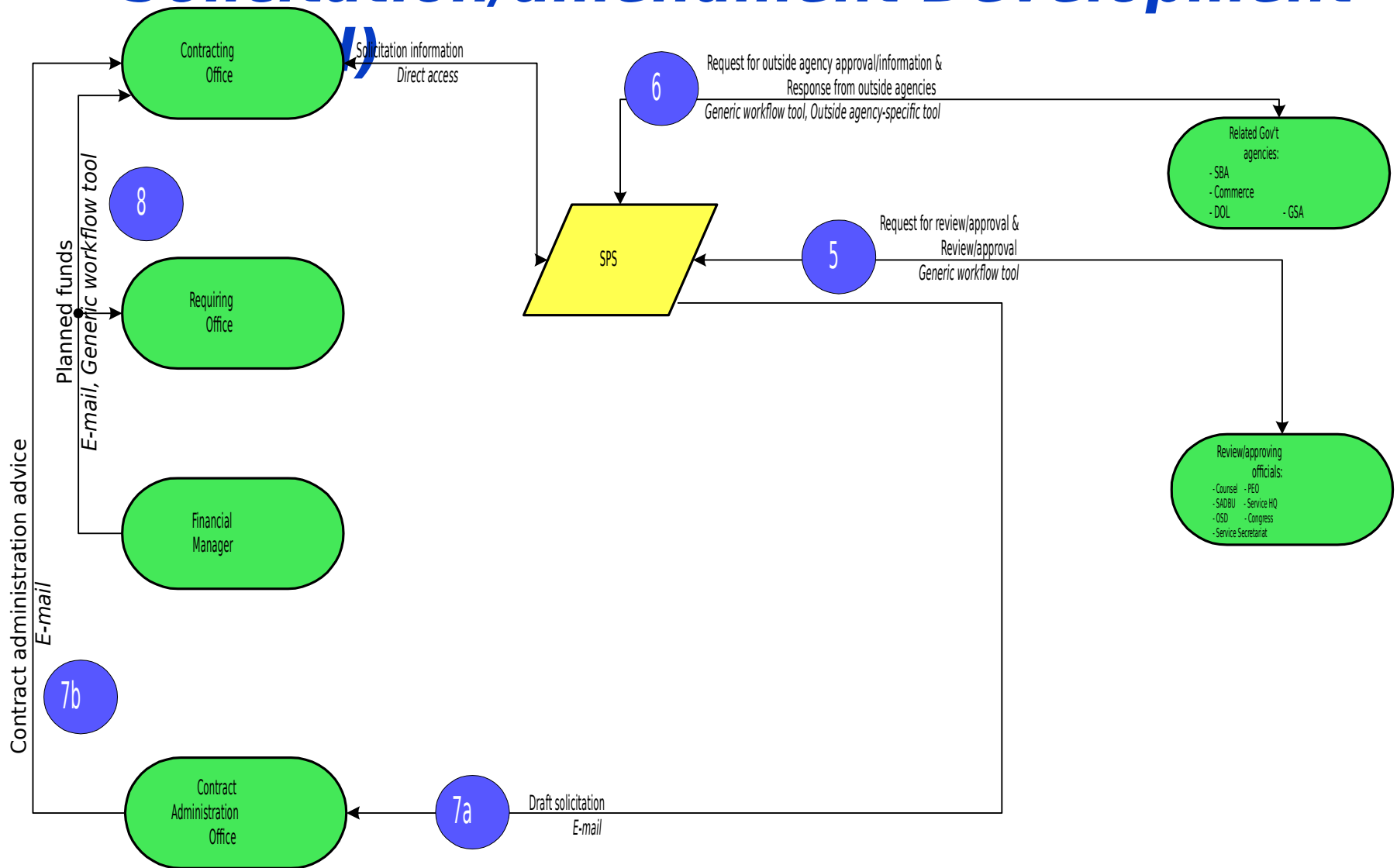


Requirement to Solicitation: *Solicitation/amendment Development*

(cont'd)

- 5. Requests for reviews/approvals and reviews/approvals between the CO and Review/approving officials are processed from SPS via a generic workflow tool
- 6. Requests for outside agency approvals/information and responses from outside agencies between the CO and Related government agencies are processed from SPS via a generic workflow tool or an outside agency specific tool
- 7. SPS routes a draft solicitation to the CAO via e-mail; the CAO provides contract administration advice back to the CO via e-mail
- 8. The RO and/or the FM identify planned funds for the solicitation and the FM forwards planned funds to the CO via e-mail or generic workflow tool

Requirement to Solicitation: *Solicitation/amendment Development*



Requirement to Solicitation: *Synopsis and Release of Solicitation/amendment*

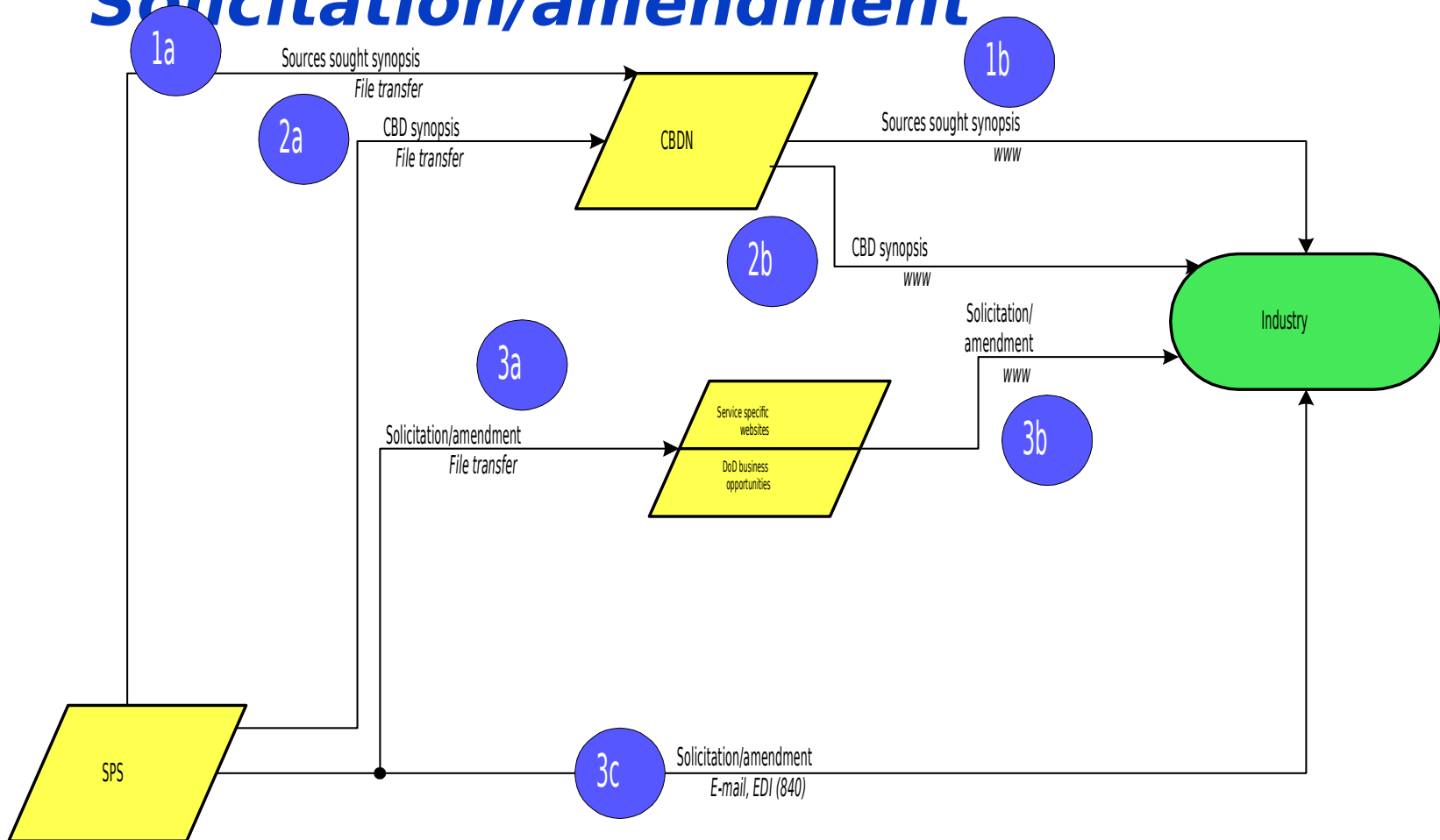
1. SPS file transfers the sources sought synopsis to CBDN;
Industry accesses via www

○ 2. SPS file transfers the CBD synopsis to CBDN; Industry
accesses via www

3. SPS file transfers the solicitation/amendment to Service
specific websites/DoD business opportunities; Industry
accesses via www and/or Industry receives the
solicitation/amendment directly from SPS via e-mail or
EDI (840)



Requirement to Solicitation: *Synopsis and Release of Solicitation/amendment*

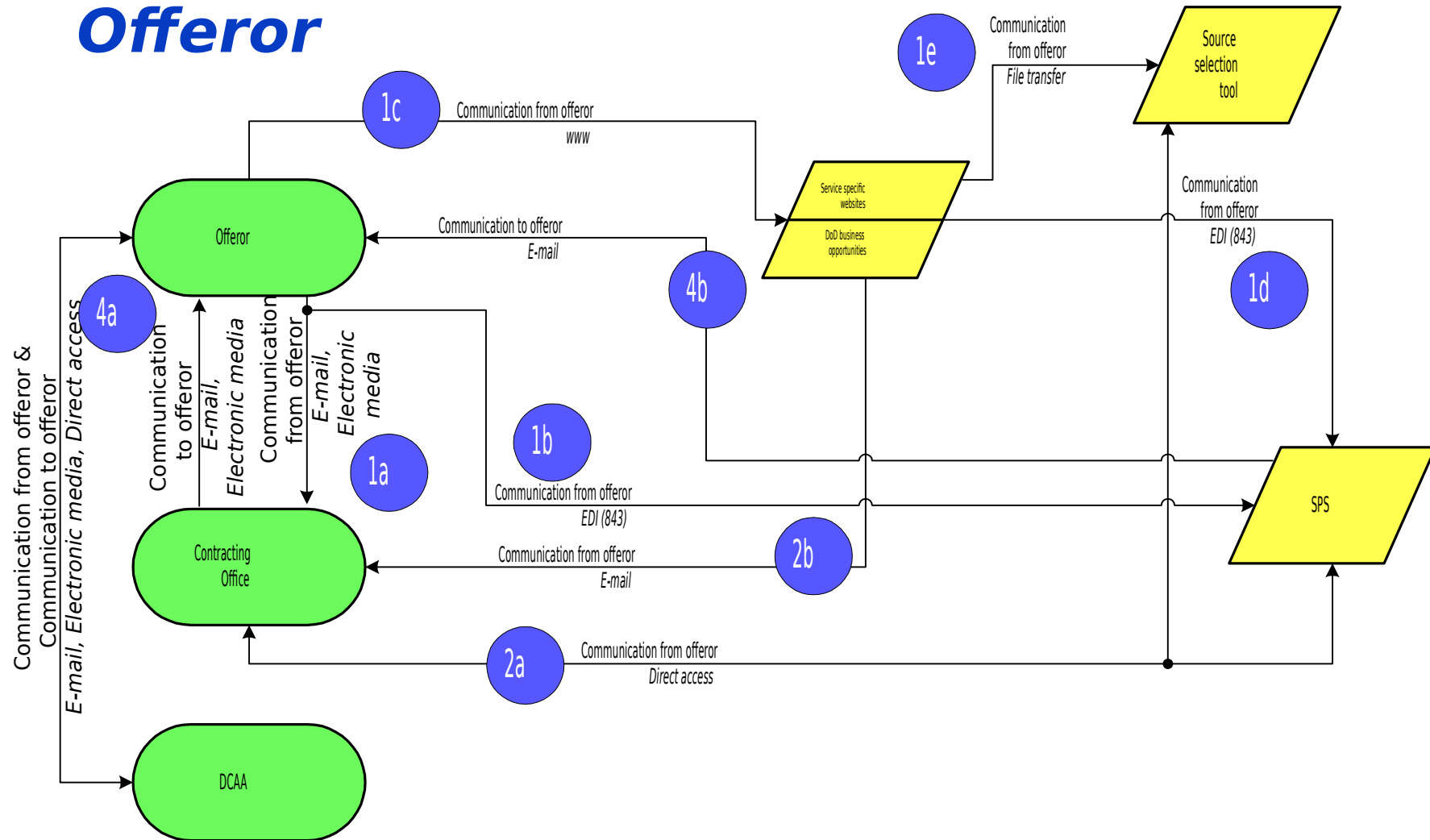


Evaluation and Award:

Communication to and from the Offeror

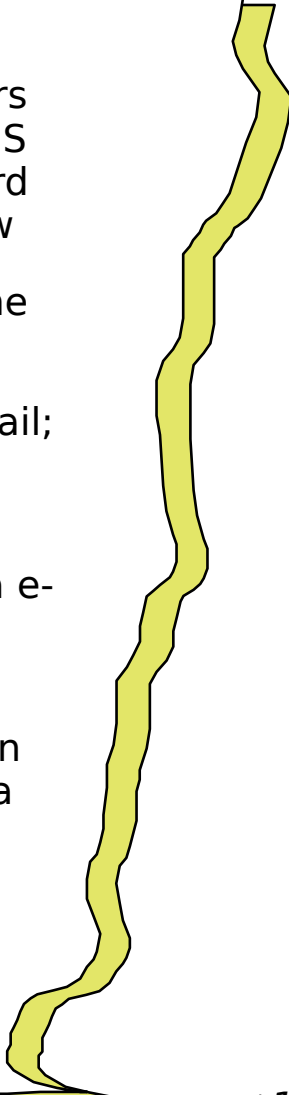
1. The Offeror routes communication from offeror to the CO via e-mail, electronic media; or directly to SPS via EDI (843); or the Offeror routes communication from offeror to Service specific websites/DoD business opportunities via www and the communication from offeror is then routed to SPS via EDI (843); the Service specific websites/DoD business opportunities file transfer the communication from offeror to the Source selection tool
2. The CO inputs/retrieves communication from the offeror by directly accessing SPS and/or the Source selection tool; or receives the communication from offeror via email from Service specific websites/DoD business opportunities
3. DCAA and the offeror communicate (both to and from) via e-mail, electronic media or direct access
4. The CO routes communication to offeror to the offeror via e-mail, electronic media; or directly from SPS via e-mail

Evaluation and Award: Communication to and from the Offeror



Evaluation and Award:

Proposal Evaluation

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1. The CO routes the request for pre-award survey to SIS via www or directly accesses SPS to create the request and then SPS file transfers the request for pre-award survey to SIS; the CAO directly accesses SIS to access the request for pre-award survey and to input the pre-award survey; the CO then retrieves the pre-award survey from SIS via www
 2. The CAO directly accesses SIS to input contractor systems status; the CO retrieves contractor systems status from SIS via www
 3. The CO routes a request for field pricing support to the CAO via e-mail; the CAO routes field pricing support to the CO via e-mail
 4. The CO or the CAO routes the audit request-proposal to DCAA via e-mail; DCAA routes the audit report-proposal to the CO or the CAO via e-mail
 5. CCR file transfers contractor registry to SPS, PPAIS, Service specific websites/DoD business opportunities, E-mail and EDA ; the evaluation team and offeror retrieve contractor past performance from PPAIS via www

Topos: Evaluation



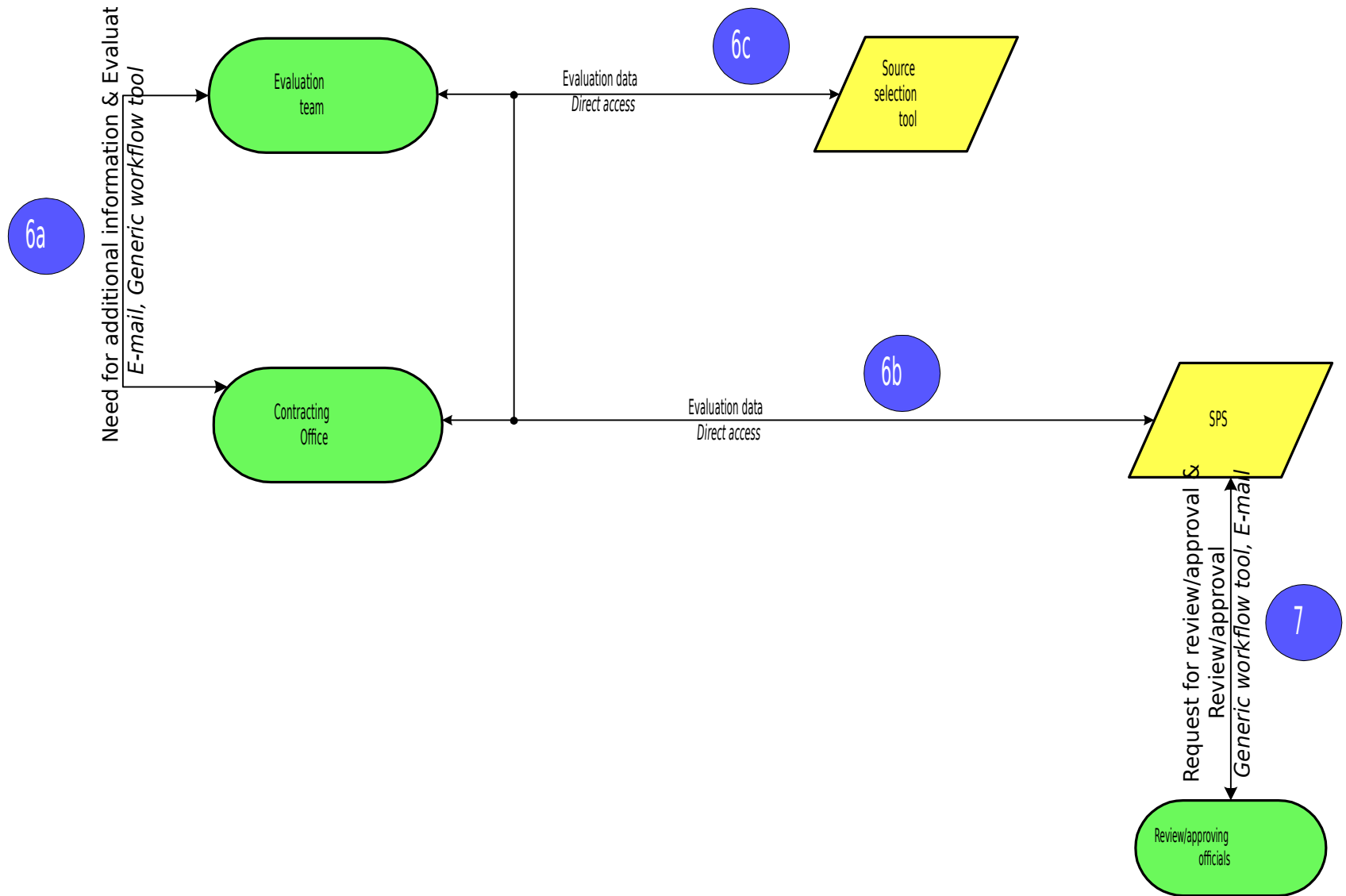
Evaluation and Award:

Proposal Evaluation (cont'd)

- 6. The CO and evaluation team share the need for additional information and the evaluation via e-mail and generic workflow tool; the CO then directly accesses SPS to input/retrieve evaluation data; or the CO and the evaluation team access evaluation data directly from the Source selection tool
- 7. Requests for reviews/approvals and reviews/approvals between the CO and Review/approving officials are processed from SPS via a generic workflow tool and e-mail

Evaluation and Award:

Proposal Evaluation (cont'd)



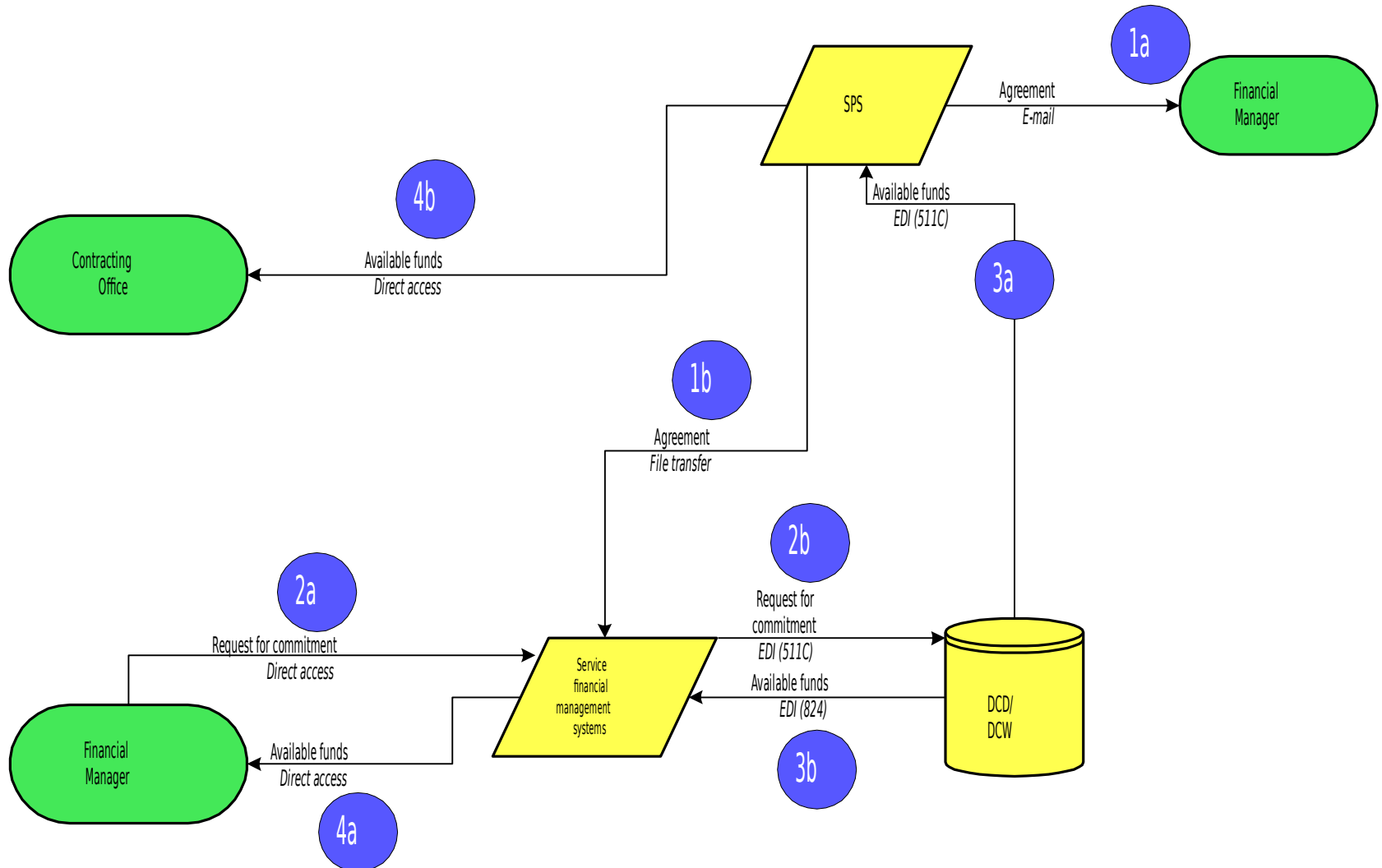
Evaluation and Award:

Committing Available Funds

1. SPS routes the agreement to the FM via e-mail and to Service financial management systems via file transfer
- 2. The FM creates a request for commitment by directly accessing Service financial management systems; the Service financial management systems route the request for commitment to DCD/DCW via EDI (511C)
3. DCD/DCW records available funds and routes to SPS via EDI (511C) and to the Service financial management systems via EDI (824)
4. The FM directly accesses the Service financial management systems to obtain available funds; the CO directly accesses SPS



Evaluation and Award: *Committing Available Funds*



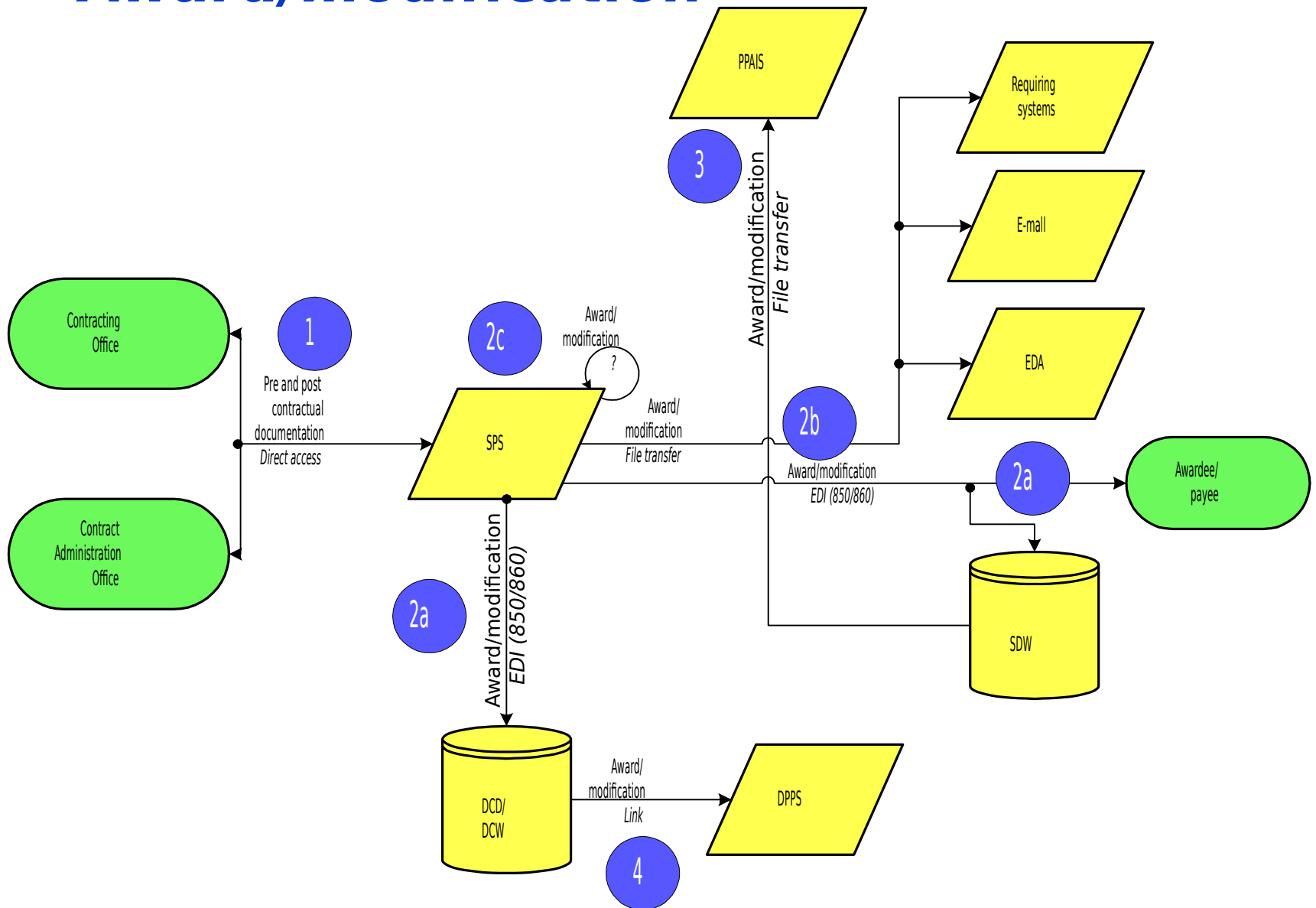
Evaluation and Award:

Award/modification

1. The CO or the CAO directly access SPS to create pre and post contractual documentation
- 2. SPS routes the award/modification to DCD/DCW, SDW and the awardee/payee via EDI (850/860); file transfers the award/modification to Requiring systems, E-mail, and EDA; routes the award/modification to other SPS packages via an unknown transfer mechanism
3. SDW then file transfers the award/modification to PPAIS (and WAWF on Administration and Payment)
4. DPPS links to DCD/DCW to access the award/modification



Evaluation and Award: *Award/modification*



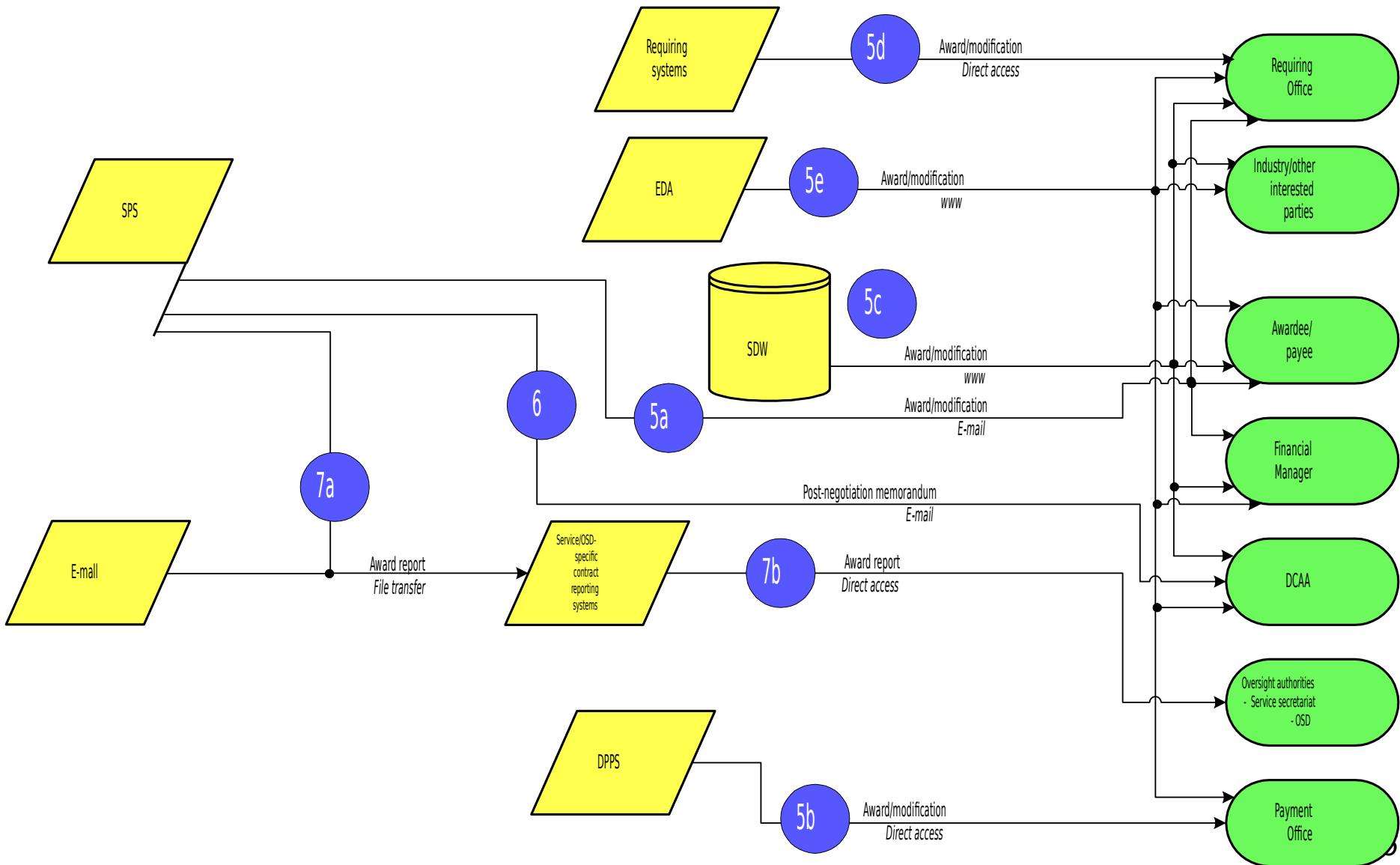
Evaluation and Award:

Award/modification (cont'd)

- 5. The award/modification is made available to multiple roles via multiple means:
 - 5a. The RO, awardee/payee and FM receive the award/modification from SPS via e-mail
 - 5b. The Payment Office directly accesses DPPS to obtain the award/modification
 - 5c. The RO, industry/other interested parties, awardee/payee, FM and DCAA retrieve the award/modification from SDW via www
 - 5d. The RO directly accesses Requiring systems to obtain award/modification
 - 5e. The Requiring Office, industry/other interested parties, awardee/payee, FM, DCAA, and Payment Office retrieve award/modification from EDA via www
- 6. SPS then routes the post-negotiation memorandum via e-mail to DCAA
- 7. SPS or the E-mail file transfers the award report to Service/OSD-specific contract reporting systems; Oversight authorities directly access those systems

Evaluation and Award:

Award/modification (cont'd)



Evaluation and Award:

Award/modification (cont'd)

8. SPS routes the notice to offeror to the offeror via e-mail or EDI (836)

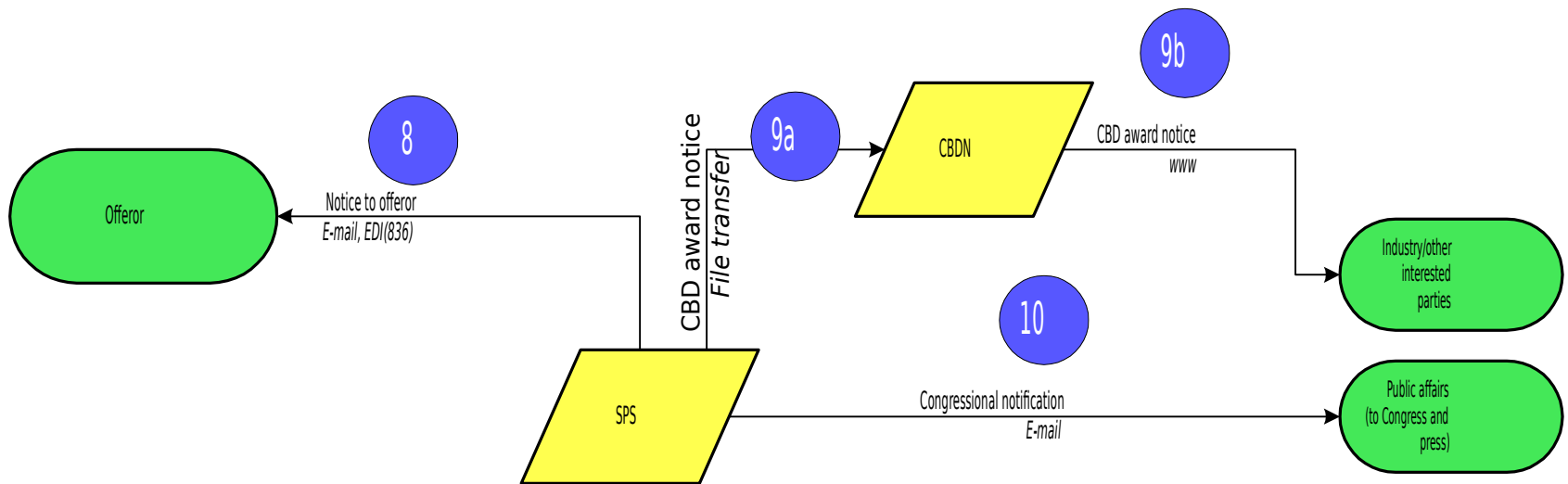
○ 9. SPS file transfers the CBD award notice to CBDN; Industry/other interested parties access via www

10. SPS routes the Congressional notification to Public affairs via e-mail



Evaluation and Award:

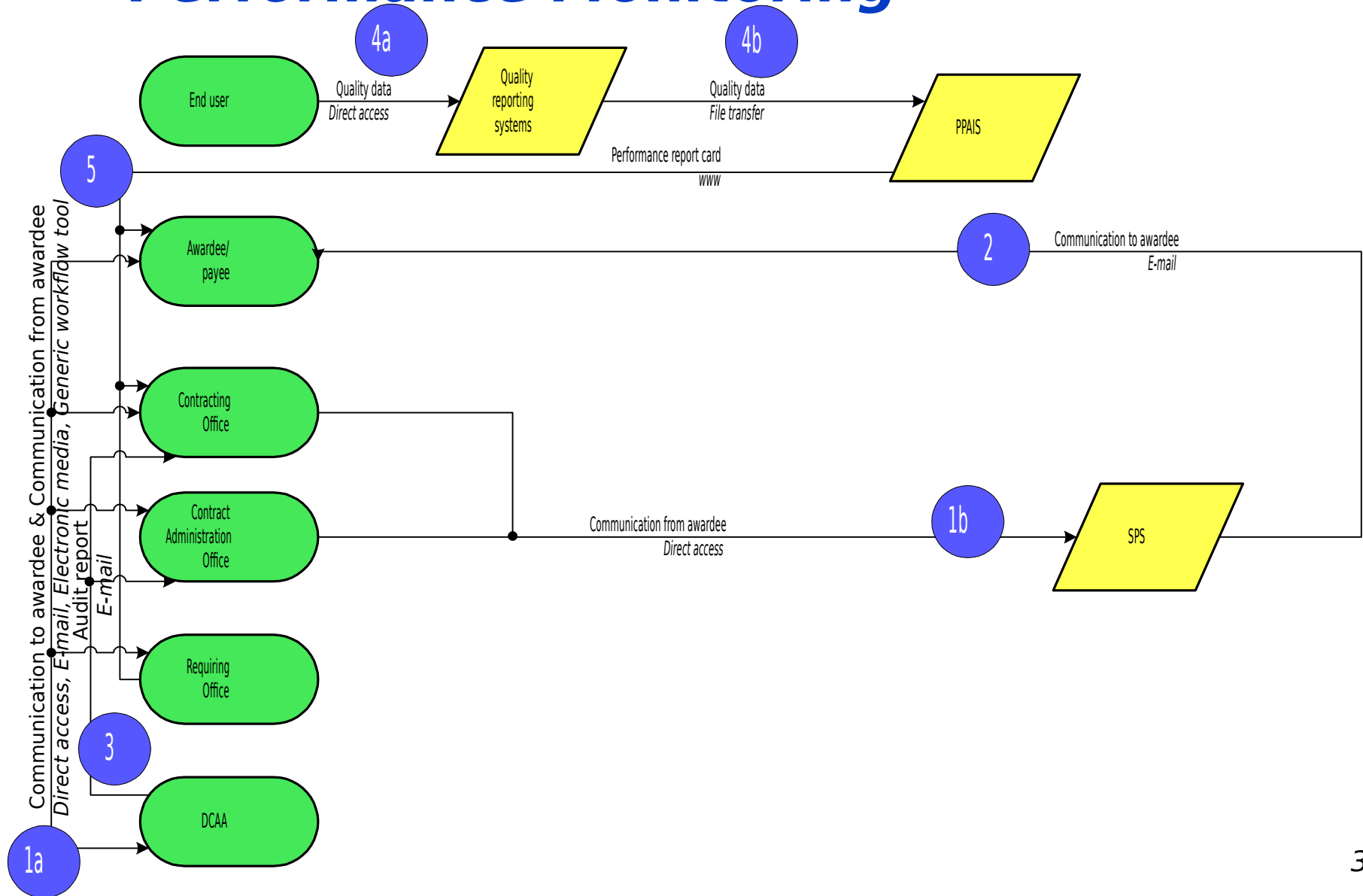
Award/modification (cont'd)



Administration and Payment: *Performance Monitoring*

- 1. The awardee/payee, CO, CAO, RO and DCAA share communication from awardee and communication to awardee via direct access, e-mail, electronic media and generic workflow tool; the CO or CAO directly access SPS to input communication from awardee
- 2. SPS routes communication to awardee to the awardee/payee via e-mail
- 3. DCAA routes an audit report to the CO and CAO via e-mail
- 4. The end user directly accesses Quality reporting systems to input quality data; the Quality reporting systems file transfer quality data to PPAIS
- 5. The RO, CO and awardee/payee develop performance report card in PPAIS via www

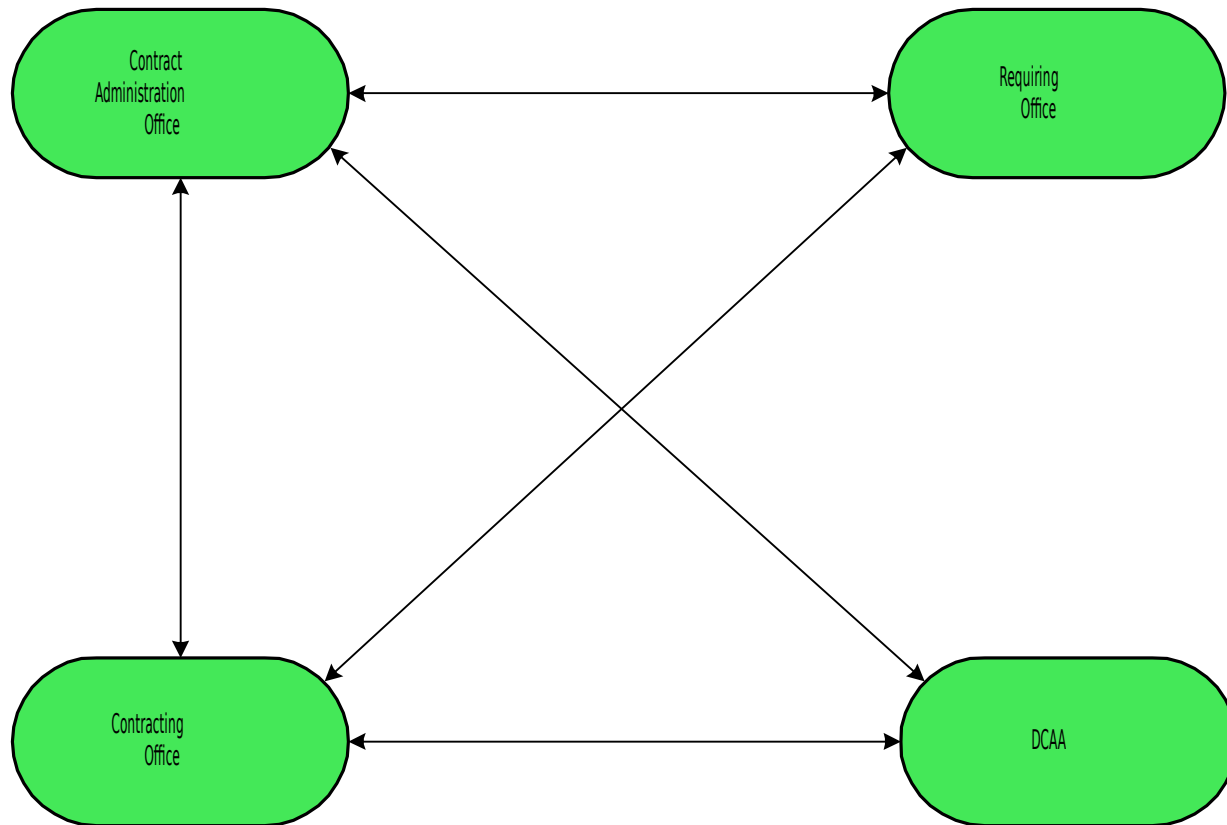
Administration and Payment: Performance Monitoring



Contract Performance Communication

1. The CO, CAO and RO share contract performance communication requirements via e-mail, generic workflow tool and www; DCAA, the CAO and CO share contract performance communication requirements via e-mail, generic workflow tool and www

Contract Performance Communication



Transfer mechanisms

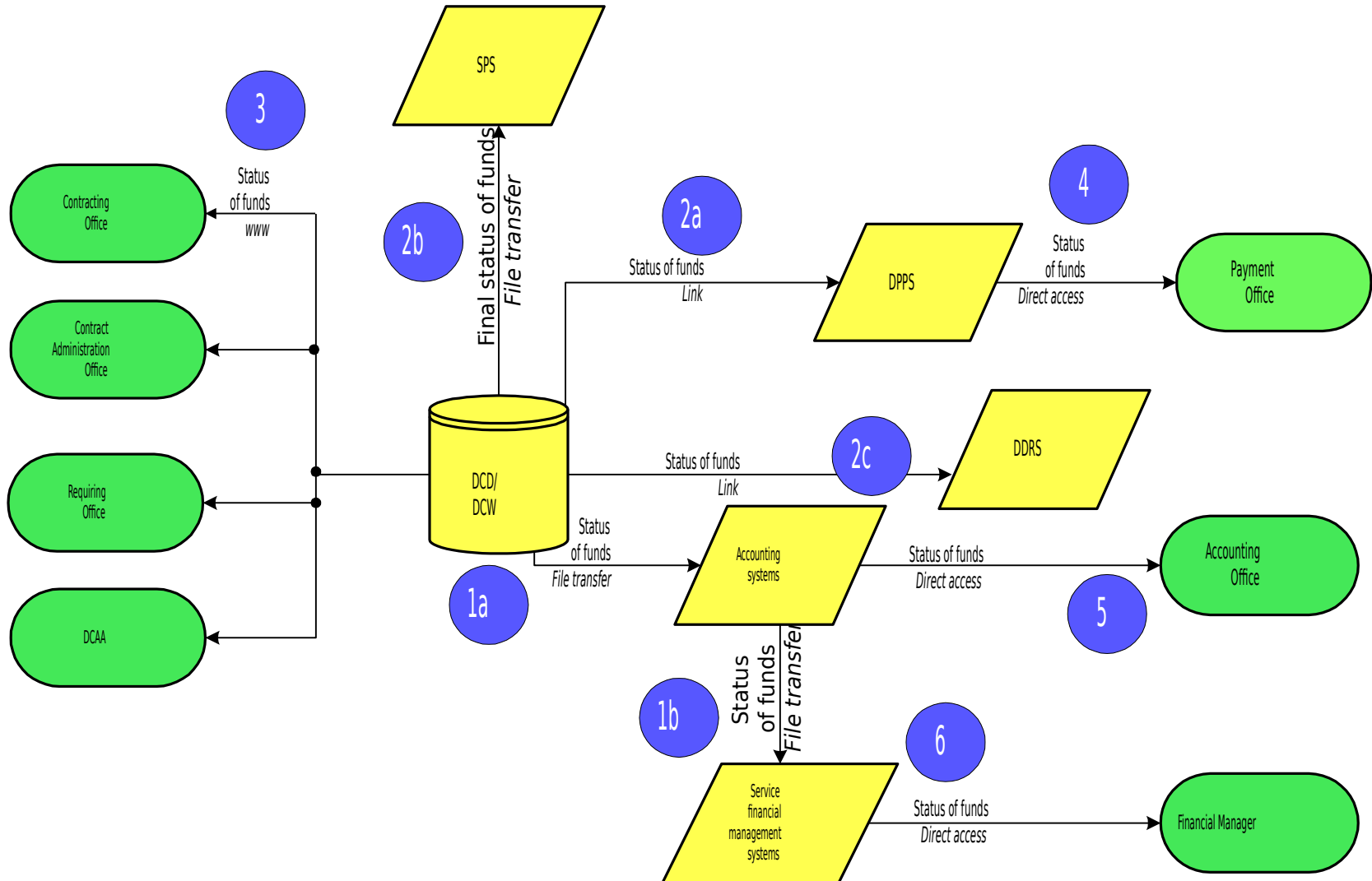
- E-mail
- Generic workflow tool
- www

All Maps:

Monitoring Funds

1. DCD/DCW creates and file transfers a status of funds to Accounting systems; Accounting systems then file transfer status of funds to Service financial management systems
2. DPPS links to DCD/DCW to access status of funds; DCD/DCW file transfers final status of funds to SPS (for contract closeout); and DDRS links to DCD/DCW to access status of funds (for financial reporting)
3. DCAA, RO, CAO, and CO retrieve status of funds from DCD/DCW via WWW
4. The Payment Office directly accesses DPPS to access status of funds
5. The Accounting Office directly accesses the Accounting systems to access status of funds
6. The FM directly accesses Service financial management systems to access status of funds

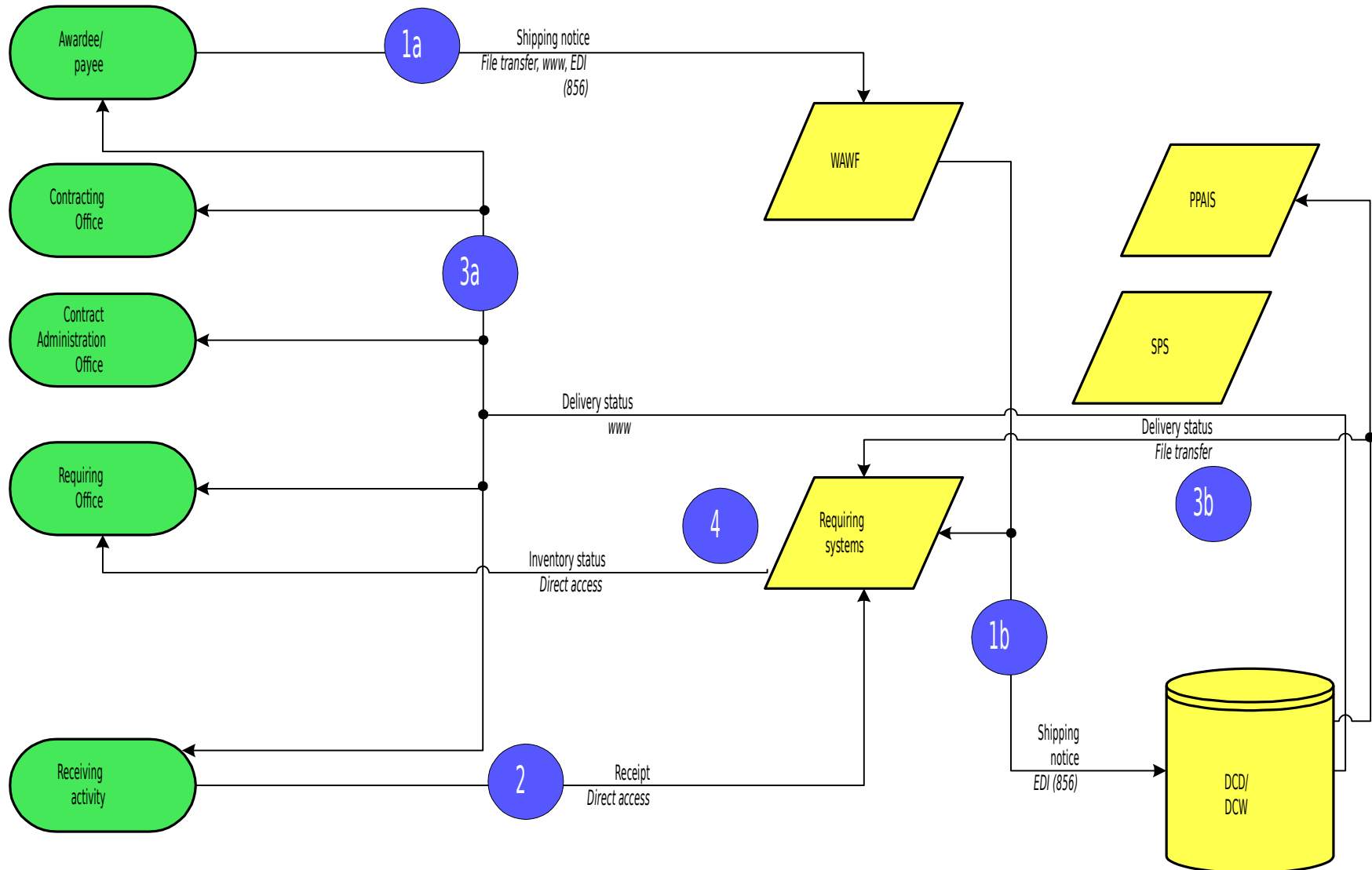
All Maps: *Monitoring Funds*



Administration and Payment: *Shipping through Acceptance*

- 1. The awardee/payee routes a shipping notice to the WAWF via file transfer, www, EDI (856); the WAWF routes the shipping notice to DCD/DCW and Requiring systems via EDI (856)
- 2. The receiving activity directly accesses Requiring systems to input receipt
- 3. The receiving activity, RO, CO, CAO, and the awardee/payee retrieve delivery status, which is created in DCD/DCW, via www; DCD/DCW file transfers delivery status to Requiring systems and PPAIS
- 4. The RO directly accesses the Requiring systems to obtain inventory status (a subset of delivery status)

Administration and Payment: *Shipping through Acceptance*



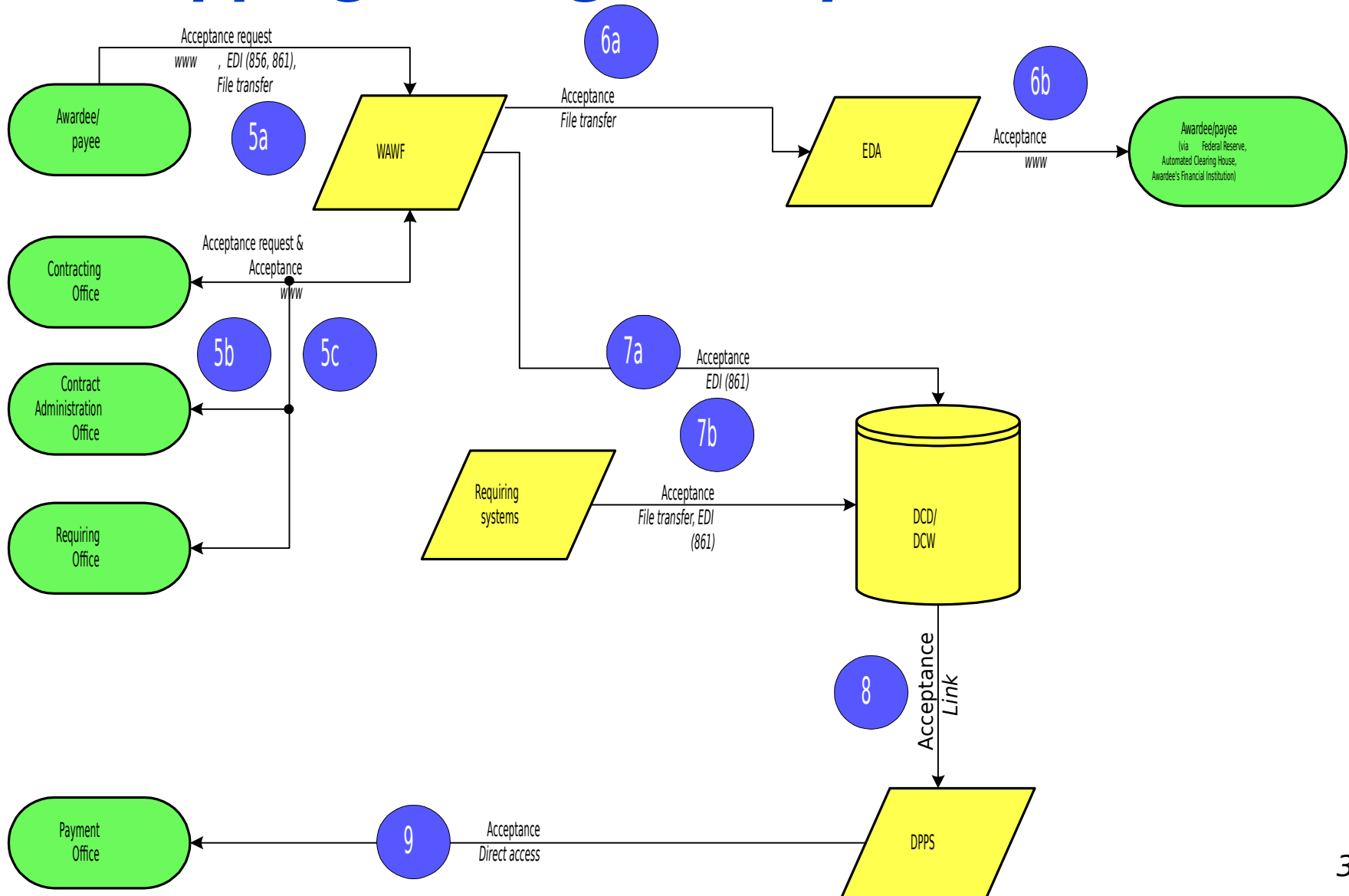
Administration and Payment:

Shipping through Acceptance (cont'd)

- 5. The awardee/payee submits an acceptance request via www, EDI (856, 861), or file transfer to WAWF; the CO, CAO and/or RO retrieve the acceptance request from WAWF via www and route the acceptance back to WAWF via www
- 6. WAWF file transfers acceptance to EDA; the awardee/payee retrieves acceptance from EDA via www
- 7. WAWF routes acceptance to DCD/DCW via EDI (861) or the Requiring systems route acceptance to DCD/DCW via file transfer and EDI (861)
- 8. DPPS links to DCD/DCW to access acceptance
- 9. The Payment Office directly accesses DPPS to retrieve acceptance



Administration and Payment: *Shipping through Acceptance (cont'd)*



Administration and Payment:

Payment

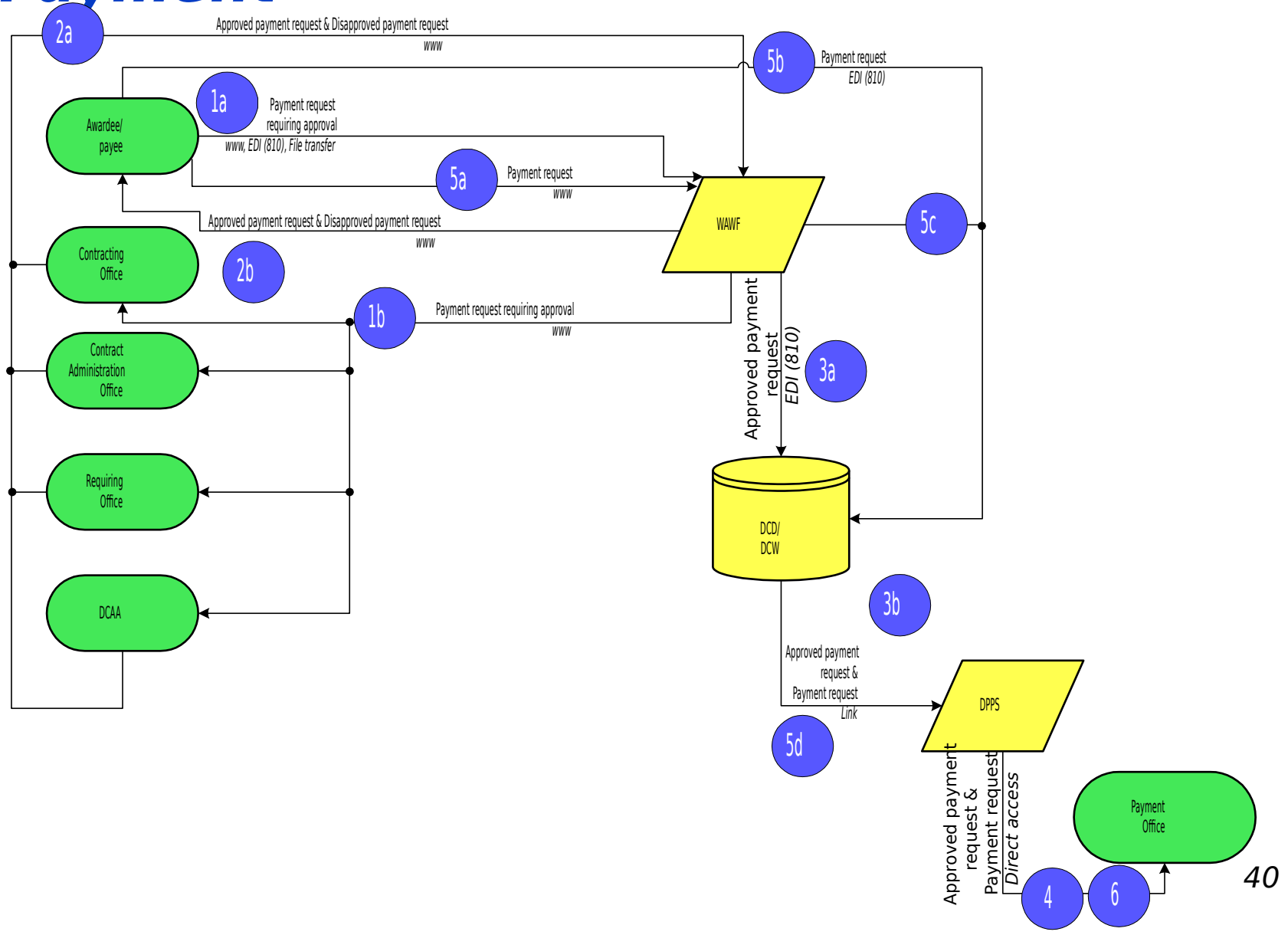
1. The Awardee/payee submits a payment request requiring approval to WAWF via www, EDI 810, file transfer; the CO, CAO, RO and/or DCAA retrieve the payment request requiring approval from WAWF via www
- 2. The CO, CAO, RO and DCAA route approved payment request/disapproved payment request via www to WAWF; the awardee/payee retrieves the approved payment request/disapproved payment request from WAWF via www
3. WAWF routes approved payment request to DCD/DCW via EDI (810); DPPS links to DCD/DCW to access the approved payment request
4. The Payment Office directly accesses DPPS to get the approved payment request

OR

5. The awardee/payee routes payment request to WAWF via www; or directly routes the payment request to DCD/DCW via EDI (810); the WAWF routes the payment request via EDI (810) to DCD/DCW; and DPPS links to DCD/DCW to access the payment request
6. The Payment Office directly accesses DPPS to get the payment request



Administration and Payment: Payment



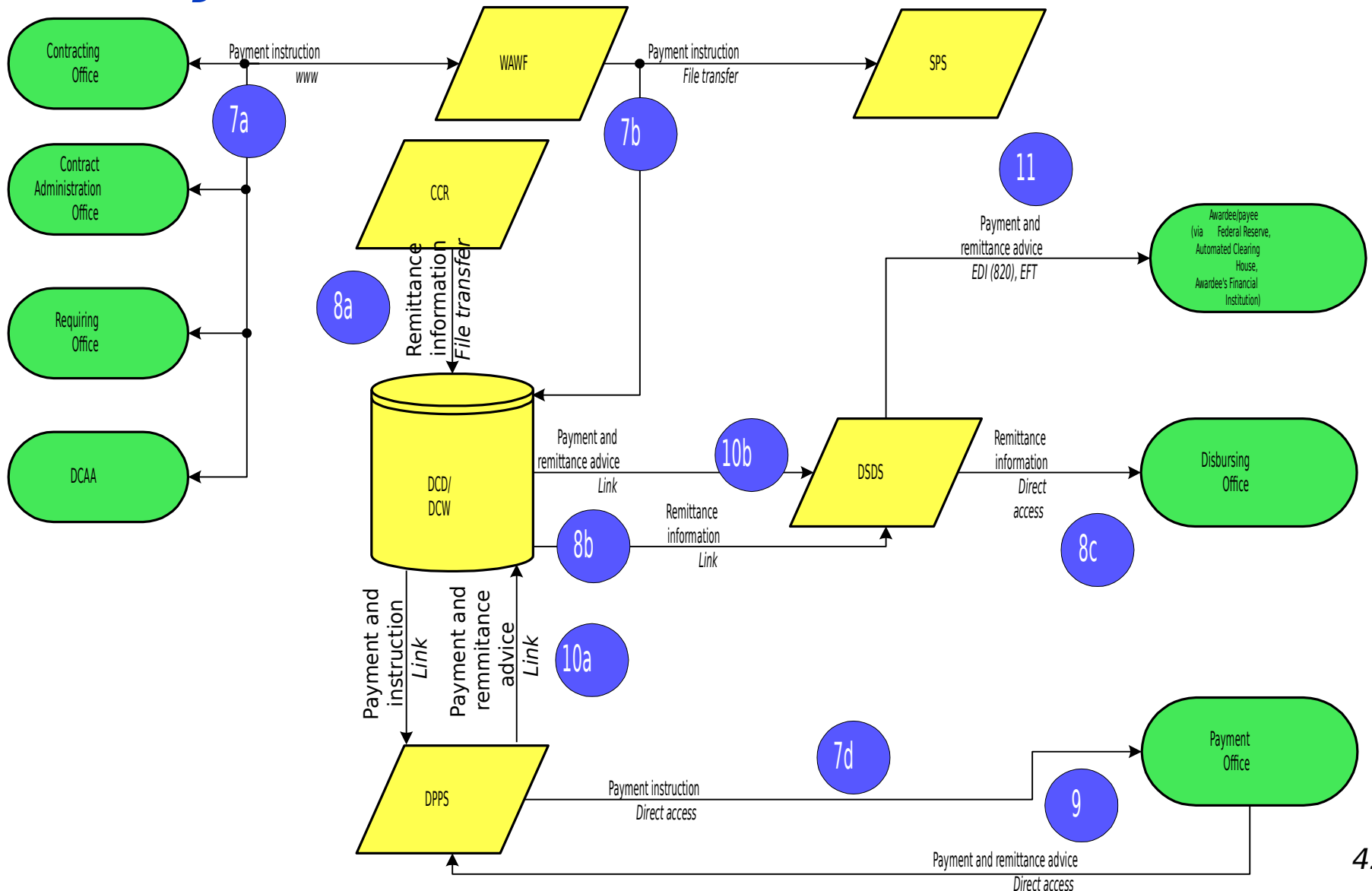
Administration and Payment:

Payment (cont'd)

- 7. The CO, CAO, RO and/or DCAA input/retrieve the payment instruction from WAWF via www; the WAWF file transfers the payment instruction to DCD/DCW and SPS; DPPS links to DCD/DCW to access the payment instruction; and the Payment Office directly accesses DPPS to get the payment instruction
- 8. CCR file transfers remittance information to DCD/DCW; DSDS links to DCD/DCW to access remittance information; and the Disbursing Office directly accesses remittance information in DSDS
- 9. The Payment Office directly accesses DPPS to create payment and remittance advice
- 10. DCD/DCW links to DPPS to access payment and remittance advice; DSDS links to DCD/DCW to access payment and remittance advice
- 11. DSDS then provides payment and remittance advice to the awardee/payee via EDI (820) or EFT



Administration and Payment: Payment (cont'd)



Administration and Payment:

Request for Refund/Demand Letter and Collection

1. The Payment Office creates a request for refund by directly accessing DPPS; DPPS e-mails a request for refund to the awardee/payee; and DCD/DCW links to DPPS to create a receivable

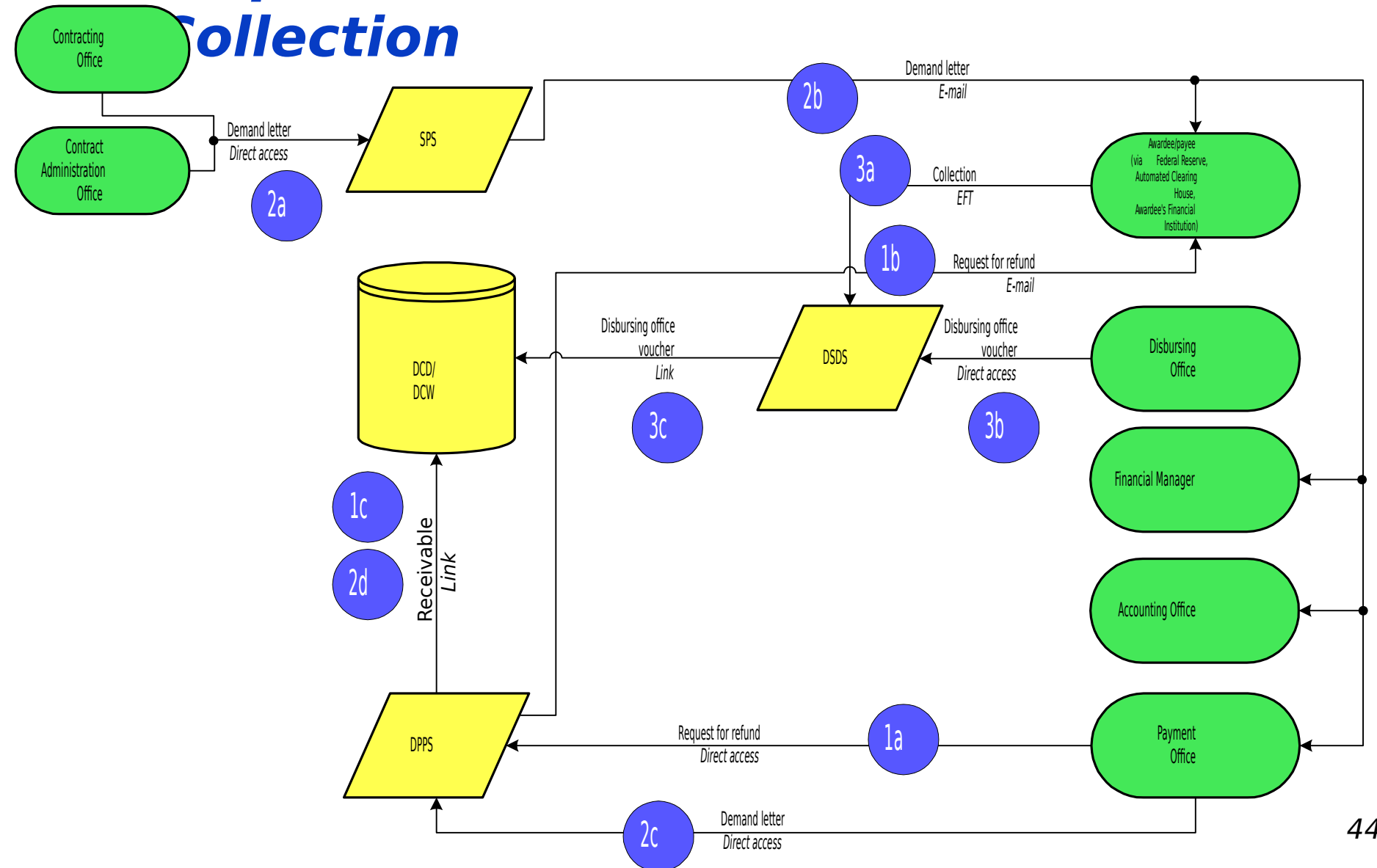
OR

2. The CAO or CO directly access SPS to input a demand letter; SPS e-mails the demand letter to the awardee/payee, FM, AO, Payment Office; the Payment Office then directly accesses DPPS to input demand letter; and DCD/DCW links to DPPS to create a receivable

Then

3. Based on a request for refund/demand letter, the awardee/payee forwards the collection to DSDS via EFT; the Disbursing Office directly accesses DSDS to create a disbursing office voucher; and DCD/DCW links to DSDS to get the disbursing office voucher

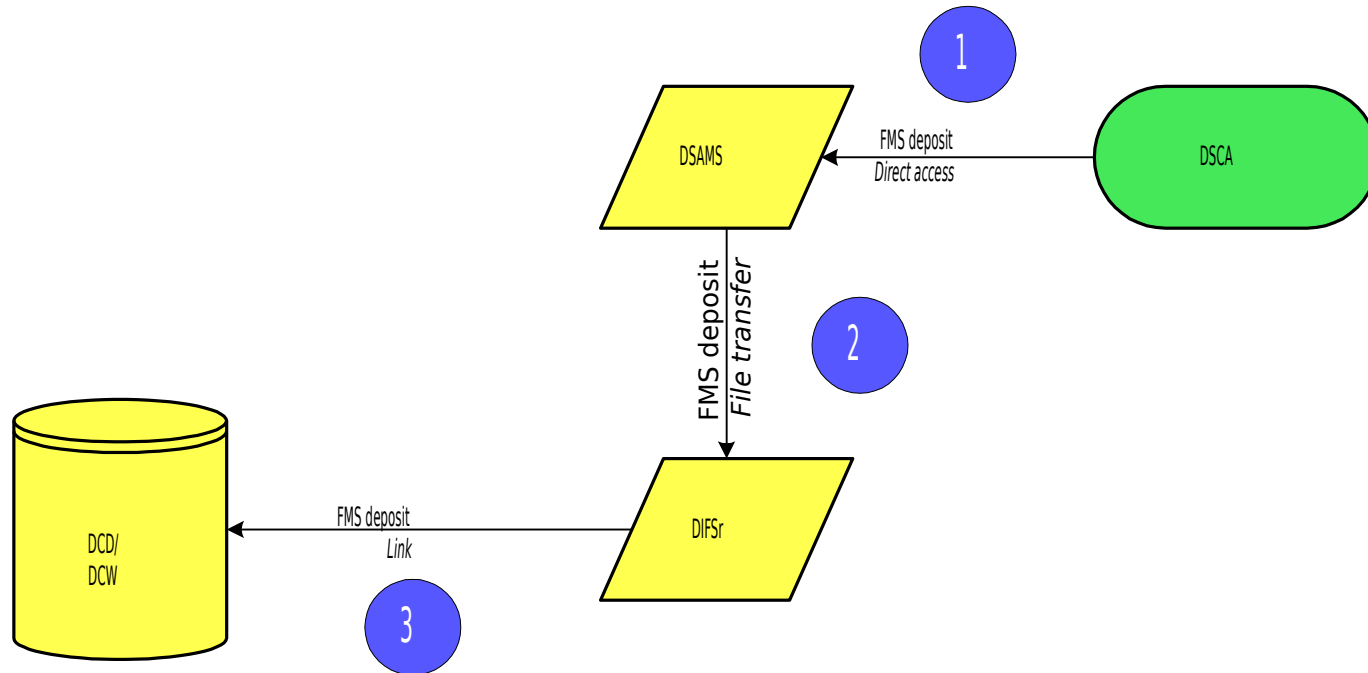
Administration and Payment: *Request for Refund/Demand Letter and Collection*



Administration and Payment: *FMS Deposits*

1. DSCA directly accesses DSAMS to input an FMS deposit
2. DSAMS file transfers the FMS deposit to DIFSr
3. DCD/DCW links to DIFSr to access the FMS deposit

Administration and Payment: *FMS Deposits*



Financial Reporting and Contract Closeout:

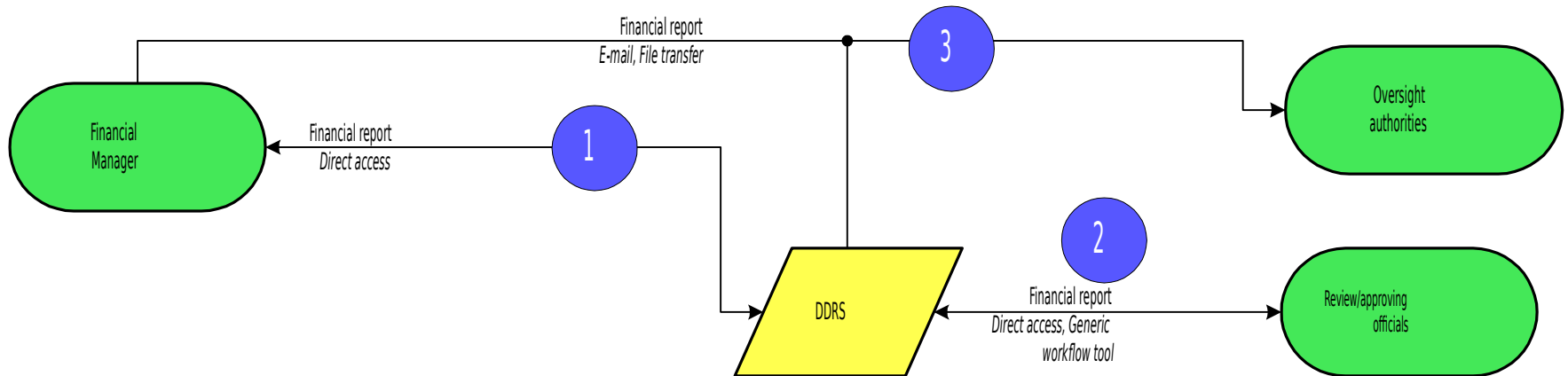
Financial Reporting

1. The FM directly accesses DDRS to create a financial report
- 2. The Review/approving officials retrieve/comment on the financial report via generic workflow tool or by directly accessing DDRS
3. The FM or DDRS e-mails or file transfers the financial report to oversight authorities



Financial Reporting and Contract Closeout:

Financial Reporting



Financial Reporting and Contract Closeout:

Contract Closeout

1. DCD/DCW file transfers the notification of final payment and delivery to SPS
2. The CAO directly accesses SPS to input the closed contract checklist; and the FM, CO, CAO, RO, and/or Counsel process the closed contract checklist from SPS via generic workflow tool
3. The CO directly accesses SPS to input notification of closeout; SPS file transfers notification of closeout to other SPS applications via an unknown mechanism, DCD/DCW, Requiring systems, E-mail, EDA and SDW
4. SPS routes closed contract files to contractual archives via file transfer or electronic media
5. DCD/DCW routes closed financial and accounting files to the financial archives via file transfer

Contract Closeout

